

# PowerPoint



## Part 2



The Gig...Geneva Information Gateway  
Created by: Jenny Montemorano  
Sponsored by the NYS BTOP Grant 2011

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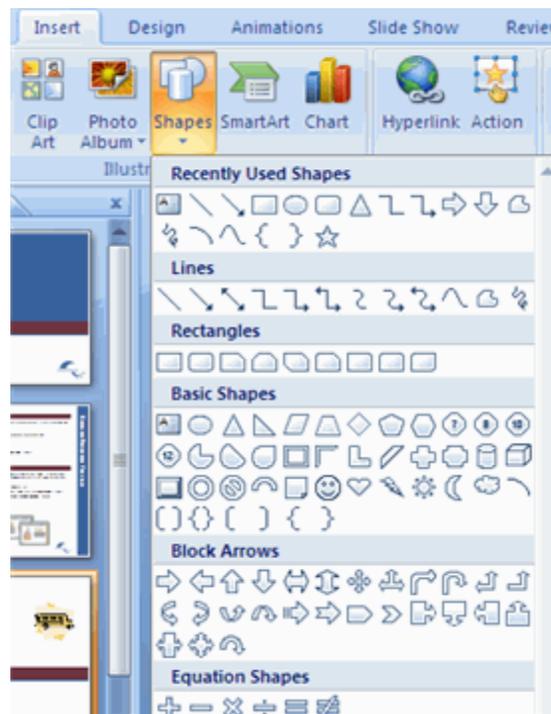
## Adding Shapes With Text

To add shapes with text you must first choose your shape and format it.

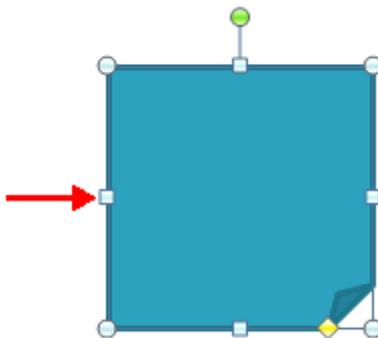
### Adding a Shape

To add Shapes:

- Click the **Insert** Tab
- Click the **Shapes** Button
- Click the shape you choose

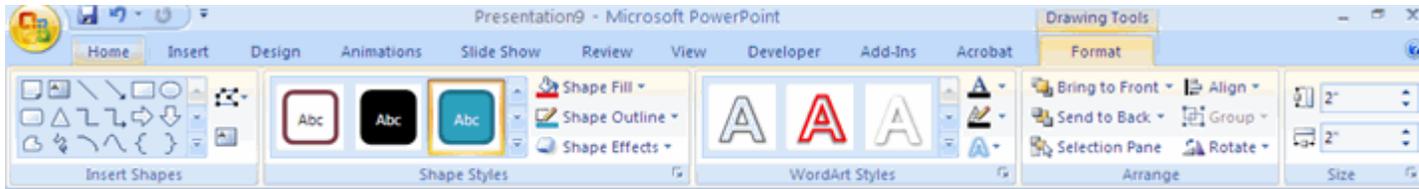


- Click the **Slide**
- Drag the **cursor** to expand the Shape



To format the shapes:

- Click the **Shape**
- Click the **Format** tab

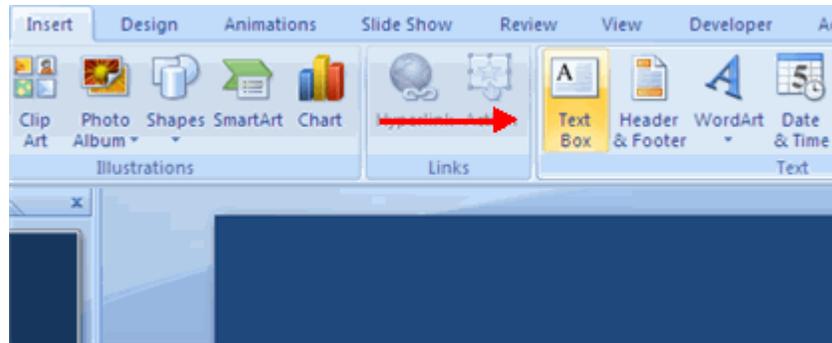


When you are finished you will begin by adding a text box in the desired location of your shape or picture.

### To Add a Text Box

To add a text box:

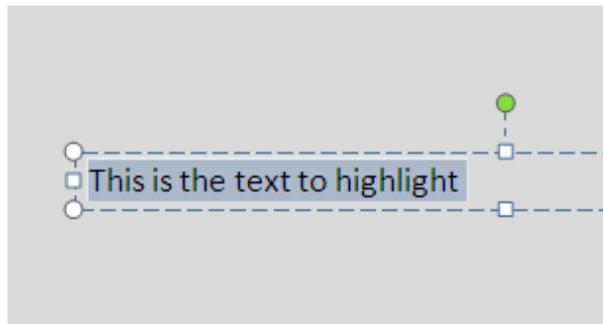
- Select the **slide** where you want to place the text box
- On the **Insert** tab, click **Text Box**
- Click on the slide and drag the cursor to expand the text box
- Type in the text



## Select Text

To select the text:

- Highlight the text



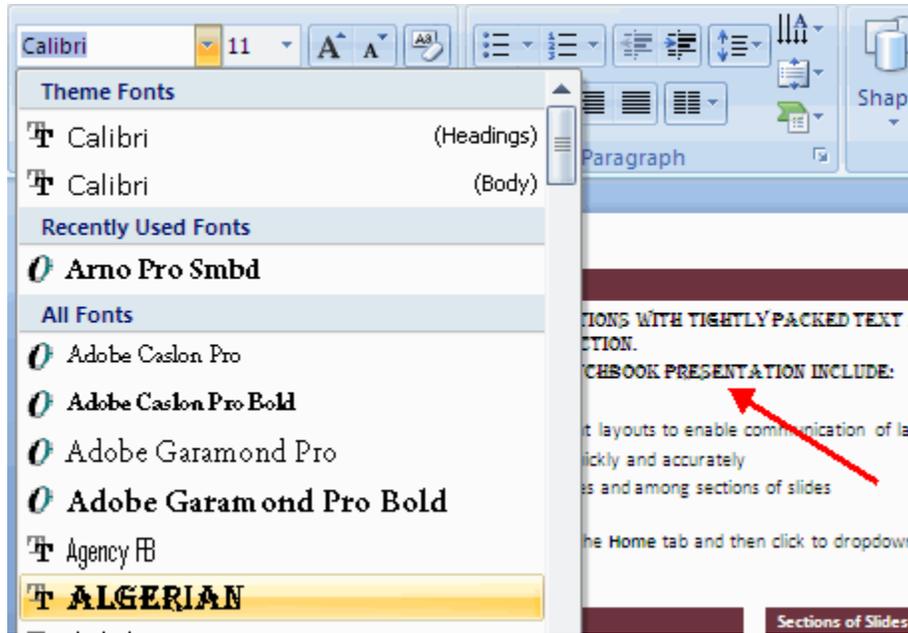
Highlight the text and format it to match your picture or change it to a new color or size to make it stand out!

## Formatting Text Boxes

### Change Font Typeface and Size

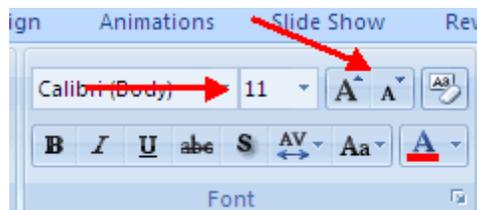
To change the font typeface:

- Click the **arrow** next to the font name and choose a font.
- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.



To change the font size:

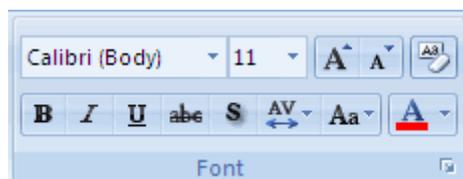
- Click the **arrow** next to the font size and choose the appropriate size, or
- Click the **increase or decrease** font size buttons.



### Font Styles and Effects

Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:

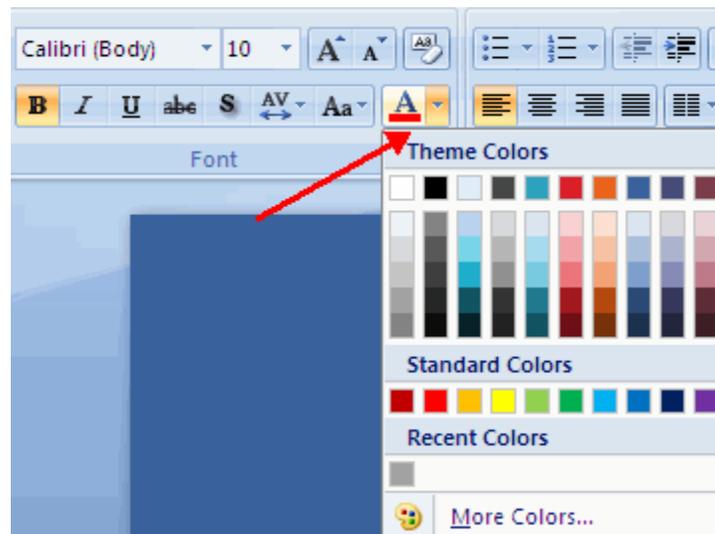
- Select the text and click the **Font Styles** included on the Font group of the Home tab or
- Select the text and right click to display the font tools



## Change Text Color

To change the text color:

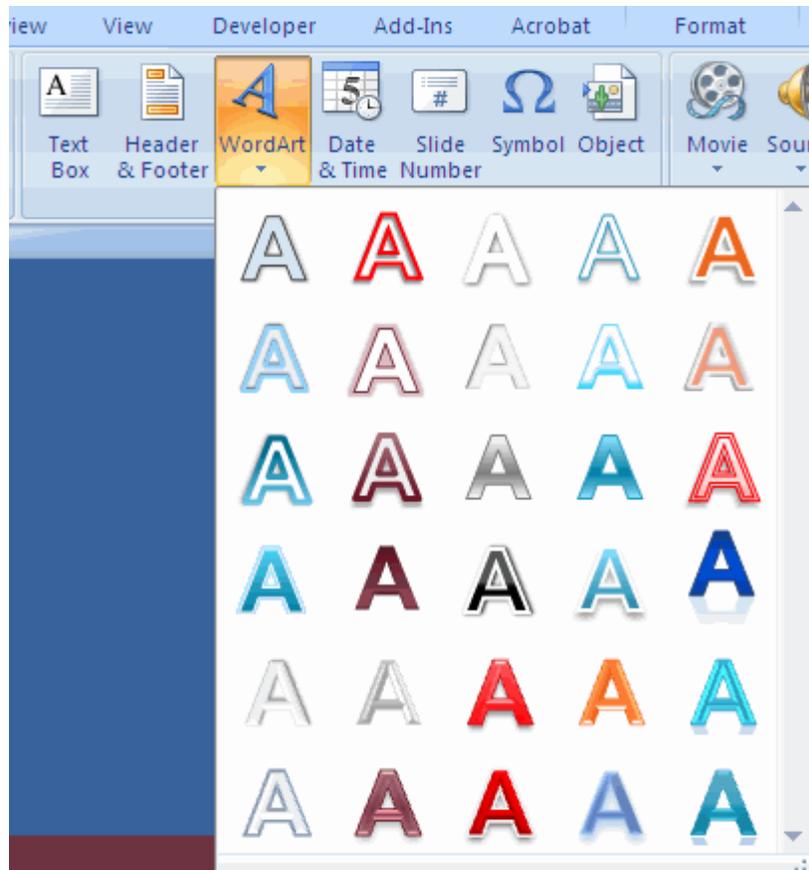
- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.



## WordArt

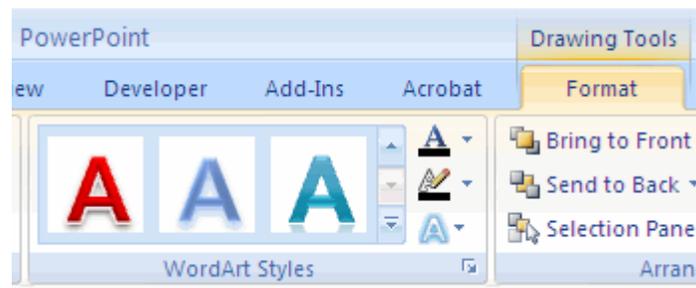
WordArt are styles that can be applied to text to create a visual effect. To apply Word Art:

- Select the text
- Click the **Insert** tab
- Click the **WordArt** button
- Choose the **WordArt**



To modify the styles of WordArt

- Select the WordArt
- Click the Format tab for the Drawing Tools
- Click the **WordArt Fill** button, the **WordArt Outline** button, or the **Text Effects** button



## Change Paragraph Alignment

The paragraph alignment allows you to set how you want text to appear. To change the alignment:

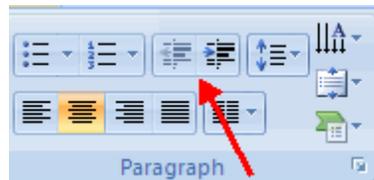
- Click the **Home Tab**
- Choose the appropriate button for alignment on the Paragraph Group.
  - **Align Left:** the text is aligned with your left margin
  - **Center:** The text is centered within your margins
  - **Align Right:** Aligns text with the right margin
  - **Justify:** Aligns text to both the left and right margins.



## Indent Paragraphs

To indent paragraphs, you can do the following:

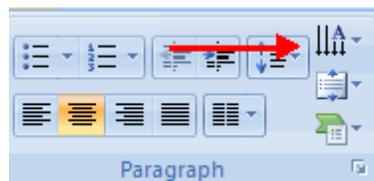
- Click the **Indent** buttons to control the indent.
- Click the **Indent** button repeated times to increase the size of the indent.



## Text Direction

To change the text direction:

- Select the text
- Click the Text Direction button on the Home tab
- Click the selection

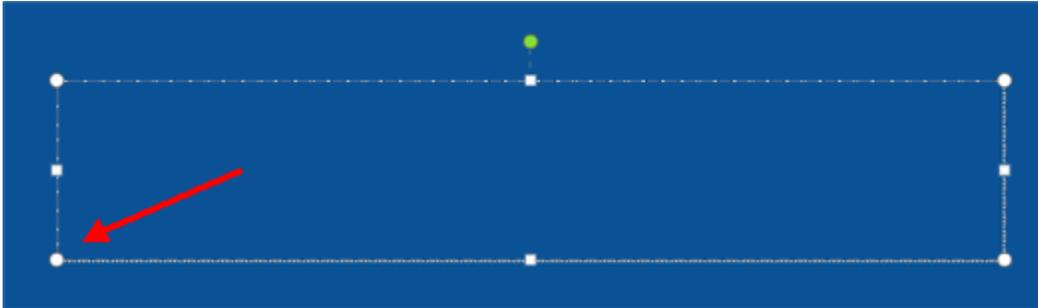


## Resizing Text Boxes

### Resize a Textbox

To resize a textbox:

- Click on the **textbox**
- Click the corner of the box and drag the cursor to the desired size

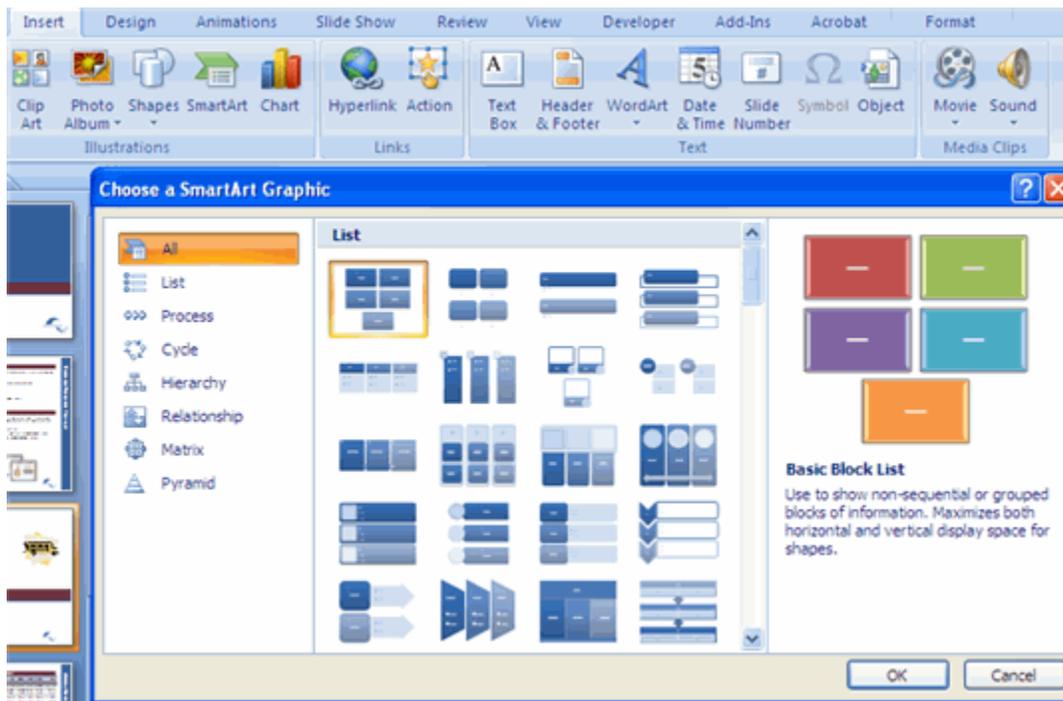


## Adding SmartArt and Formatting Tools

### Adding SmartArt

SmartArt is a feature in Office 2007 that allows you to choose from a variety of graphics, including flow charts, lists, cycles, and processes. To add SmartArt:

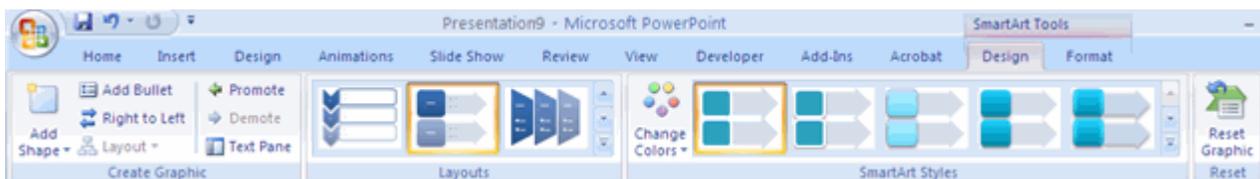
- Click the **Insert** Tab
- Click the **SmartArt** Button
- Click the **SmartArt** you choose



- Click the **SmartArt**
- Drag it to the desired location in the slide

To format the SmartArt:

- Click the **SmartArt**
- Click either the **Design** or the **Format** tab
- Click the **SmartArt** to add text and pictures.

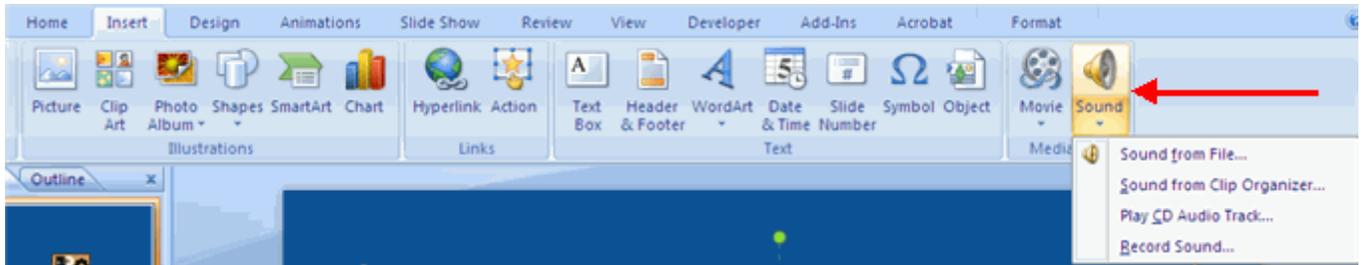


## Adding Sound To Your Presentation

### Adding Audio

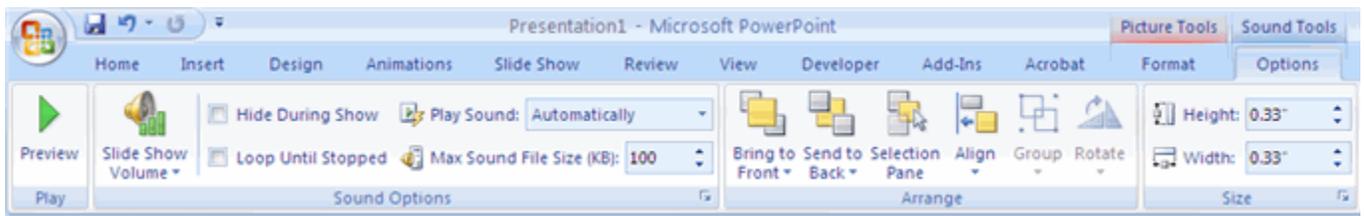
Audio clips can be added to the presentation. To add an audio clip:

- Click the **Audio** button on the Insert tab
- Choose **Sound from File**, **Sound from Clip Organizer**, **Play CD Audio Track**, or **Record Sound**



To edit the audio options:

- Click the audio icon
- Click the **Format** tab



### Sound Option Explanations

- \*Sound from File: Means you will have to search your files for the sound or song you would like
- \*Sound from clip Organizer: These are sounds that already reside on your computer they are organized in abc order.
- \*Play CD or Audio Track: Here you can import entire CD's or just tracks to add to your slide show.

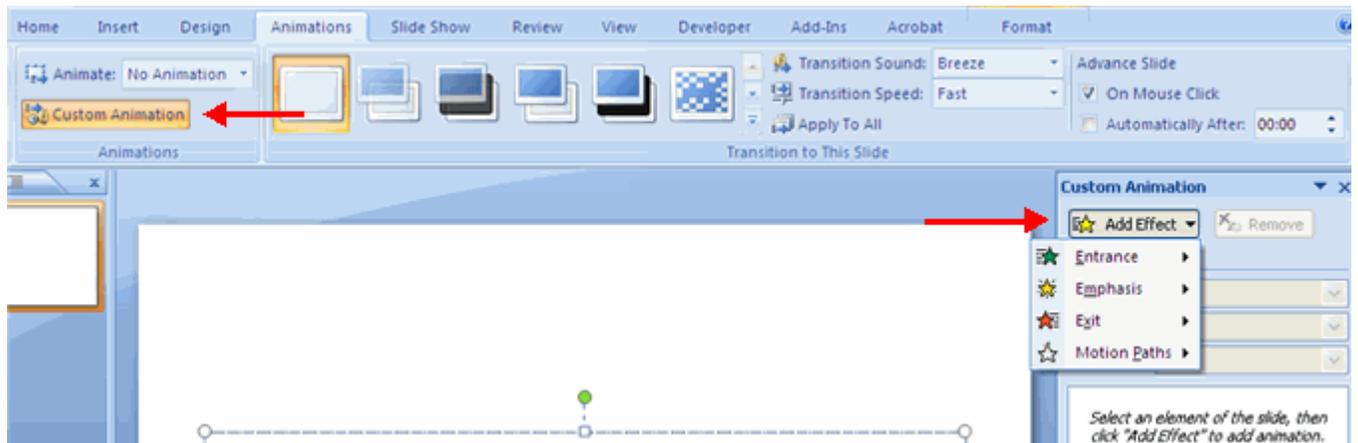
\*Record Sound: A record box will appear and you will record until you get your desired sound.

## Slide Animations Custom and Other

### Slide Animation

Slide animation effects are predefined special effects that you can add to objects on a slide. To apply an animation effect:

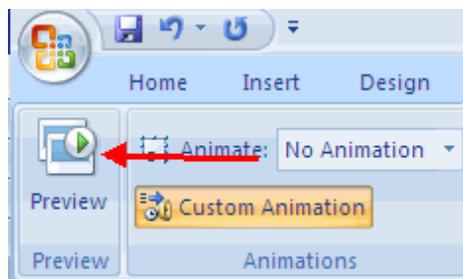
- Select the object
- Click the **Animations** tab on the Ribbon
- Click **Custom Animation**
- Click **Add Effect**
- Choose the appropriate effect



### Animation Preview

To preview the animation on a slide:

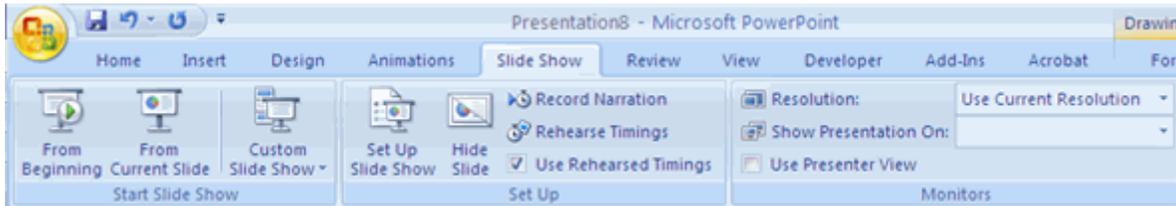
- Click the **Preview** button on the **Animations** tab



## Slide Show Options

The Slide Show tab of the ribbon contains many options for the slide show. These options include:

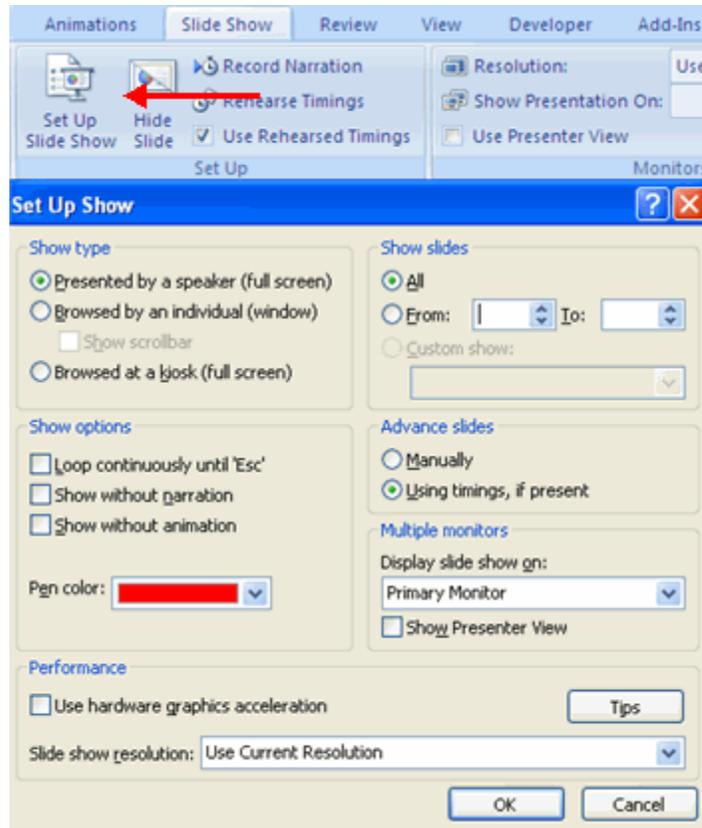
- Preview the slide show from the beginning
- Preview the slide show from the current slide
- Set up Slide Show



## Set Up Slide Show

This option allows you to set preferences for how the slide show will be presented. The options include:

- Whether the show will run automatically or will be presented by a speaker
- The looping options
- Narration options
- Monitor resolutions

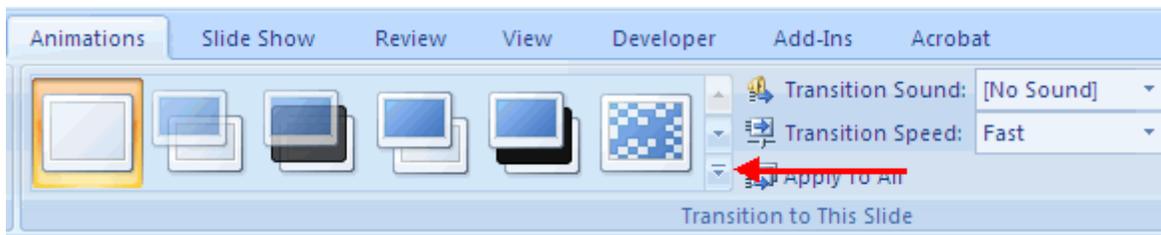


# Slide Transitions

## Slide Transitions

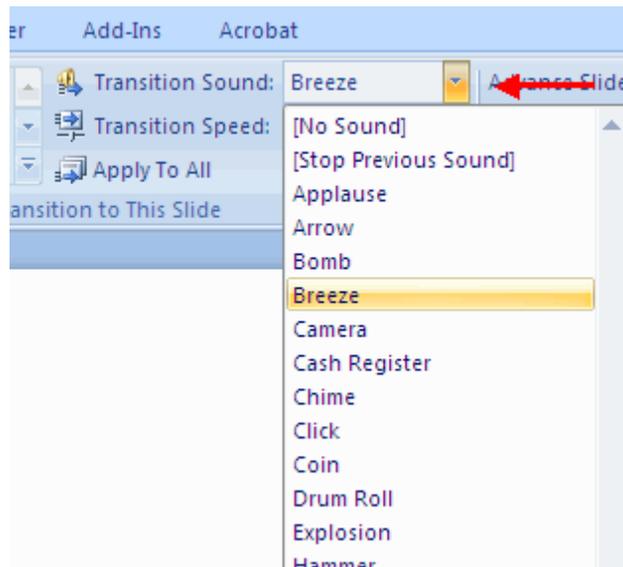
Transitions are effects that are in place when you switch from one slide to the next. To add slide transitions:

- Select the slide that you want to transition
- Click the **Animations** tab
- Choose the appropriate animation or click the **Transition** dialog box

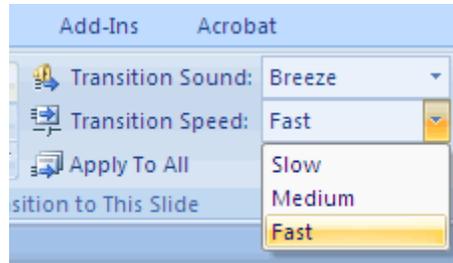


To adjust slide transitions:

- Add sound by clicking the arrow next to **Transition Sound**



- Modify the transition speed by clicking the arrow next to **Transition Speed**



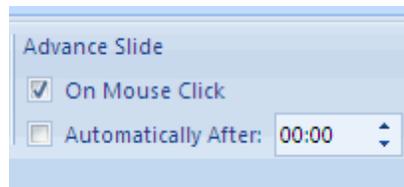
To apply the transition to all slides:

- Click the **Apply to All** button on the **Animations** tab



To select how to **advance a slide**:

- Choose to **Advance on Mouse Click**, or
- Automatically after a set number of seconds



## Spell Check How To

### **Spell Check**

To check the spelling in a presentation:

- Click the **Review** tab
- Click the **Spelling** button

